

## **Minutes of the Personnel Committee**

**Tuesday, April 21, 2009**

Chair Schellinger called the meeting to order at 1:02 p.m.

**Present:** Supervisors Tom Schellinger (Chair), Ted Rolfs, Pete Gundrum, Jim Heinrich, and Steve Wimmer. **Absent:** Dave Falstad and Paul Decker.

**Also Present:** Chief of Staff Mark Mader, Corporation Counsel Tom Farley, Senior Financial Analyst Lyndsay Johnson, Child Support Managing Attorney Linda Saafir, and Employment Services Manager Sue Zastrow. Recorded by Mary Pedersen, County Board Office.

### **Approve Minutes of 3-17-09**

MOTION: Heinrich moved, second by Wimmer to approve the minutes of March 17. Motion carried 5-0.

### **Schedule Next Meeting Dates**

Schellinger declared the May 5 Personnel Committee canceled. The next meeting is scheduled for May 19.

### **Executive Committee Report of 4-20-09**

Mader advised of the following issues discussed at the last Executive Committee meeting.

- Bussler gave an update on Courthouse lobby modifications. These were put on hold due to a lack of a consensus.
- Approved a number of ordinances that were included in the last yellow packet. Ordinance 164-O-010 was a request for additional funds from a different capital project to cover projected overages for the Northview garage demolition.
- Resolution 164-R-002 opposing a Regional Transit Authority as proposed in the Governor's budget was tabled for a variety of reasons.

### **Ordinance 164-O-012: Modify the 2009 Child Support Budget to Appropriate Additional Federal Revenues from the American Recovery and Reinvestment Act**

Farley discussed this ordinance which involves modifying the 2009 adopted Child Support budget by increasing intergovernmental revenues (federal Child Support IV-D revenue) \$67,782 and increasing personnel costs by \$44,682; operating expenditure appropriations by \$20,100; and interdepartmental charges by \$3,000.

Farley said a couple years ago, the federal legislature cut the matching funds that were part of an incentive/performance program for child support agencies. Included in the federal stimulus package that passed about a month ago were the matching funds which were reinstated due to a big push in Washington. Farley said the \$67,782 will be used for temporary extra help and contract work. He noted that because of the economy, the child support workload has skyrocketed.

MOTION: Wimmer moved, second by Heinrich to approve Ordinance 164-012. Motion carried 5-0.

**Review and Approve Exception to Personnel Policy & Procedures, Section 2840, Professional Certifications and Licenses**

Zastrow said, historically, the County has always taken the position that if a license or certification is needed by an employee, it is the employee's responsibility to pay for that license. However, circumstances have risen in the Facilities Division and staff feel it would be in the County's best interest to add exception language to this policy if the certification is not required to perform the whole job and it can save the County money. Zastrow gave the example of testing for refrigerants. This requires certification and this type of test needs to be done on a regular basis. If we don't have an employee with that certification, we need to contract out which is expensive. Paying for the employee's certification would be much more cost effective.

Schellinger asked Zastrow if she could think of any future instances where this would be done. Zastrow said this will be extremely limited and she could not think of anything else at this time.

Heinrich was concerned this exception could "open Pandora's box." Zastrow estimated that it could save the County thousands of dollars and that is the only reason they are requesting the exception. Requests will be approved by Administration Director Norm Cummings. Rolfs thought it was important for staff to be careful not to discriminate. Gundrum was concerned this could set a precedent and that more employees would want the same which could result in lawsuits. Zastrow said this would be a written policy and noted there are exceptions written into other policies. From a common sense standpoint, the County felt this exception was a good idea. Rolfs asked Zastrow if she and Cummings have gone over all possible ramifications. Zastrow said yes and that is why it was written very specifically that it cannot be a requirement of the job. Rolfs thought this should be reviewed by Corporation Counsel. Mader suggested the committee receive an update, perhaps in six months or one year, as to how this is working and how many employees have been impacted by this exception. Mader further suggested that Zastrow check with Labor Relations Manager Jim Richter about possible union ramifications. Zastrow replied Richter is aware of this. She confirmed that she could give an update. Gundrum referred to Zastrow's comment that the fee would be County paid if the work to be performed was not a requirement of the job. However, if this person is continually looked upon to perform a particular duty, could it not then be considered a job requirement? He was concerned this would set a precedent. He referred to the Sheriff's canine issue that came up a few years ago.

MOTION: Heinrich moved, second by Rolfs to approve the modification to the Personnel Policy & Procedures, Section 2840, Professional Certifications and Licenses. Motion carried 5-0.

The committee asked that Zastrow receive assurance from Corporation Counsel that there not be any legal, fiscal, or discrimination ramifications, and that a cost savings estimate be determined. This issue will be revisited at the May 19 Personnel Committee meeting.

**Follow-up on 2008 Performance Evaluation Ratings**

This follow-up was requested by the committee at a previous meeting when some committee members were concerned because a high percentage of employees in the Register of Deeds Office, compared to other departments, received less-than-effective performance ratings.

Zastrow said three of those individuals had attendance problems and three had performance issues. They do have corrective action plans in place and they are working with the employees. Zastrow believes they are doing exactly what they should be doing – they are addressing issues such as these which is what they want departments to do.

MOTION: Rolfs moved, second by Gundrum to adjourn at 1:47 p.m. Motion carried 5-0.

Respectfully submitted,

Approved on:\_\_\_\_\_

Ted Rolfs  
Secretary